

ANNEXATION CONTACTS MAILING GUIDELINES

1. The deadline to return the completed form(s) is April 20, 2007
2. Even though the deadline is April 20 you may want to complete the survey a couple of days ahead of time, because by waiting until the 20th the completed survey may not get to us in time, resulting in you and/or City/County Manager getting a no-response letter
3. The data request is for quarter three and four (Jul, Aug, Sept, Oct, Nov, Dec) of 2006 and quarter one (Jan, Feb, Mar) of 07. FORM EST07 – ANNEX 1 should be use to complete the request
4. Annexed housing units refer to units that are already on the ground and not to units that will be build in the future. If structures with more than one unit are annexed you need to report the number of units for each structure
5. If a Group Quarters facility was annexed you or the highest administrative official at the facility needs to complete Form EST07 – ANNEXEDGQ1. Data will not be accepted without the Group Quarters documentation letter and the annexation map
6. **A documentation letter explaining how you arrived at the number of units annexed must be part of your documentation and it is not complete without the letter**
7. If there was no annexation activity, print “no annexation” on the form, print your and your jurisdiction’s name and return it to us by the 4/20/07 deadline
8. If a jurisdiction is located in two counties and there is an annexation with housing units and/or group quarter population, we want to know in which county the annexation occurred. It does not change the annexation, but we need to allocate the number of housing units and/or group quarter population to the correct county
9. You can return the completed form via e-mail, fax, or regular mail
10. Please print your name and your jurisdiction name clearly (regular mail) and make sure your jurisdiction name is also included if by E-mail or fax
11. Finally, the data will be used in the calculation of your jurisdiction population estimate and the population will be used in your expenditure limitation and revenue sharing calculation. It is extremely important the data are returned to us by the 4/20/07 deadline

DES reserves the right to audit any or all of the data which you provide